

Montgomery West HOA
Board Meeting
September 15, 2020

The meeting was conducted via Zoom

Meeting called to order at 7:06 p.m., by President Steve Stefany

Board members logged into zoom meeting: Steve Stefany, Maureen Serieux, Michele Heffner, Lula Davis and Cheryl Horton.

Approval: May 19 minutes were approved unanimously.

Treasurer's Report: Status of outstanding (late) accounts. The number of those in some form of arrears remains at or below 10% of total homeowners within the community. A couple of properties are under two liens, several on payment plans. Overall, the vast majority of homeowners are paying dues in a timely manner.

The HOA continues to be financial strong with our legal, replacement of assets and checking account balances far beyond what has been recommended previously. As has been noted in previous discussions regarding finances, the HOA will continue to roll over all mature certificates of deposit (cds) into reserve fund.

Treasurer shared proposed HOA budget for 2021. The new budget closely follows the ordinary income and expenses of previous budgets, with limited increases in very few categories. Treasurer recommended an increase in some areas of the budget, including landscaping and bookkeeping. The notation on landscaping is necessitated by the fact that the HOA is responsible for the maintenance of the property near the storm drainage system bordering the creek, and the bookkeeper's duties will include other items previously handled by the Treasurer.

Also noted in the budget proposal was an amount of \$6,000 (retaining wall reserve fund) to be carried forward as an expense in the 2021 budget. This amount has been included in previous budget. The budget as proposed was agreed upon for presentation at the annual meeting. Motion offered and voted unanimously to accept the proposed 2021 budget as presented to the Board.

Annual audit: 2019 audit underway. The relevant documents are in the hands of the accountants.

Account Reconciliation: The normal procedure is that on a monthly basis, the Treasurer shares with the President, budgetary information of the HOA's financial status in terms of income and outlays—account reconciliation. The President reviews the information provided and initials or signs off on data. Steve had a question about account reconciliation and process.

AERC Committee Report: Five routine requests were received for approval, i.e. deck work, lattice work. All were approved.

With respect to the Spring survey, up to 10% made corrections of infractions noted. Therefore, second notice letters have been sent.

Maureen indicated that she had been approached by a homeowner, who was cited in the survey, seeking assistance in resolving an issue with a neighbor. The hearing process for any disputes is laid out in the covenants. After review, Maureen indicated that she would follow up.

Steve and Maureen did a walk around the community with a representative from Greenlink—landscapers who maintain the common areas of the community—to point out several areas of concern. The representative assured them that those areas would be mowed and cleared. The report from Steve is that the areas were cleared.

Other Business: The Treasurer noted that the terms of Treasurer and Secretary will end this year. Michele has been actively seeking involvement of other community members in the workings of the Board and has recruited two members to put their names forward: Sundar Chockalingam and James Horton. Their names will be before the HOA membership at the annual meeting. The election of board positions is determined at the first meeting of a new board in January.

Also Michele and Steve have had a meeting with the Bookkeeper about taking on some of the current items that the Treasurer has been handling, and the Bookkeeper has indicated a willingness to add to her current list of budgetary matters.

Zoom Meetings: Since it is unclear when in person meetings may resume, there was a brief discussion about the HOA having a “zoom” account. At present, the account under which meetings have been conducted is in Michele’s name. The Board agreed that a “zoom” account should be under the HOA, with the cost for a year at \$106.

Annual Meeting Preparation: The notice of the annual meeting along with a proxy form will be sent to all homeowners in the next several weeks. Also included will be the October newsletter.

As noted previously, the 2020 budget as agreed upon by the Board at the September 15 meeting will be presented to the membership at the annual meeting. The HOA membership will also be provided with a summary of the Board minutes and documents relating to budget items. In addition, the HOA membership votes to approve the minutes of the 2019 annual meeting.

Motion to adjourn made and adopted: Meeting adjourned at 8:08 p.m.

Remaining 2020 meeting dates: October 20 and annual meeting November 17

Lula Davis
Secretary

Steve Stefany
President

